

MONTANA WILD SCHEDULER APPLICATION USER MANUAL

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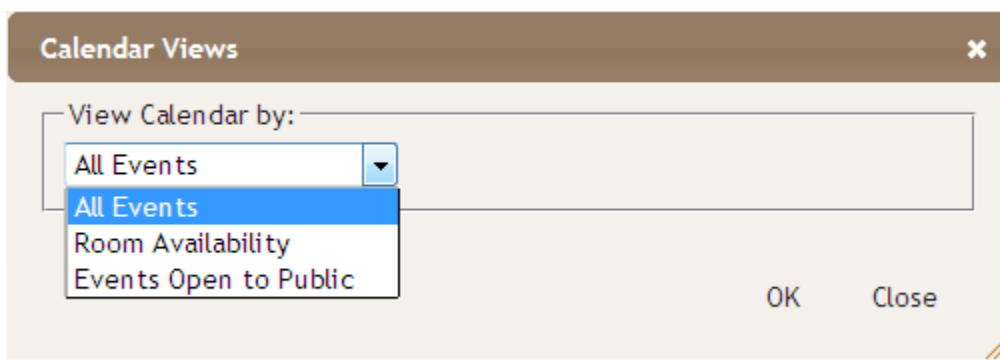
I. CALENDAR VIEWS

This allows a user to select a specific Calendar View.

From the Internet Browser (Internet Explorer, FireFox or Chrome, etc.) go to www.mt.gov and you will see the Montana Wild Scheduling application. Select the “Calendar Views” button.



There are two Calendar Views available that can be selected:



- All Events – this shows all Events scheduled at the Center
- Events Open to the Public – this shows only the Events that are Open to the Public.

II. MAKE A RESERVATION

This allows a user to make a Reservation.

NOTE: Some event types require more information such as School Events.

From the main screen select the “Make a Reservation” button.



You will get prompted to “Choose Event Type”, use the down arrow to see the list of available types of events that can be scheduled.

A screenshot of a dialog box titled 'Choose Event Type'. It has a close button (X) in the top right corner. The main text says 'Please choose your Reservation type'. Below this is a dropdown menu with the text '-- Please Select --' and a downward arrow. At the bottom right, there are 'OK' and 'Close' buttons.

From the drop down list, choose the Event Type.

Choose Event Type

Please choose your Reservation type

-- Please Select --

-- Please Select --

FWP Meeting

Meeting

School Group

State Agency Meeting

Tour

Youth Group

OK

Close

Once you choose the Event Type and hit OK, you will get the Calendar displayed for that specific event to allow you to choose a date and time.

mt.gov

Montana State Parks

Search

Montana Fish, Wildlife & Parks

MONTANA WILD

Montana is **WILD**

it's our home, it's ours to

LEARN from and CARE for.

Calendar Views

Make a Reservation

Make a Reservation: FWP Meeting

1

2

today

November 2012

month

week

day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
	1p MT FWP State Parks Meeting	8a MT FWP State Parks Meeting	8a MT FWP State Parks Meeting	12:30p Prairie View School		
			9:30a testing meeting			
			12p Montana City School			
4	5	6	7	8	9	10
	10a MT WILD Emergency Training	12a Closed for election day	5p Pending Event	Public Event	9:15a Pending Event	9a Pending Event
			Public Event	8a Commission Meeting	9:30a Tina's Test	1p Pending Event
			6p Helena Hunters and Anglers Club			

Notice we chose "FWPMeeting"

Select the Day by clicking on the calendar day desired.

mt.gov Montana State Parks Search

Montana Fish, Wildlife & Parks

MONTANA WILD

Montana is **WILD**
it's our home, it's ours to
LEARN from and CARE for.

Calendar Views Make a Reservation

Make a Reservation: FWP Meeting

◀ ▶ today Saturday, Dec 8, 2012 month week day

Saturday 12/8

6am	
7am	
8am	
9am	
10am	

Select the Time by clicking on the time on the day of the calendar.

Add Event

Reservation Details

Event Type: FWP Meeting
Location: ☐ Auditorium ☐ Classroom
Event Title:
Start: 12/8/2012 8 : 00 am
End: 12/8/2012 9 : 00 am
Details:
Attending: ☐ Open to public ☐ Alcohol served

Contact Information

First Name: Last Name:
Phone: format: 123-123-4567
Email:
Organization: -- Please Select -- [add new](#)

Continue Close

It will open the Add Event dialog box and you can proceed to fill in the necessary information for the Event type that was chosen.

- Choose the Location(s) needed for the Event
- Type the Event Title (this will display on the Calendar)
- Select the Start Date and Time
- Select the End Date and Time
- Type in the Details
- Type in the # Attending
- Indicate whether the Event is Open to the Public by selecting the box
- Indicate whether there will be Alcohol served (extra approval or forms may be necessary)
- Type in the Contact Information including a Phone Number and the E-mail address
- Indicate the Organization having the Event by selecting it from the drop down list

Organization: -- Please Select -- [add new](#)

OR

- Adding a New Organization by using the Add New which allows you to indicate the Organization Type and then type in a new name

Organization: type: -- Please Select -- [use list](#)
name:

Once all the information is entered select Continue.


Add Event ✕


Reservation Details

Event Type: FWP Meeting

Location: ☒ Auditorium ☐ Classroom

Event Title:

Start:  :

End:  :

Details:

Attending: ☐ Open to public ☐ Alcohol served

Contact Information

First Name: Last Name:

Phone: format: 123-123-4567

Email:

Organization: [add new](#)

Continue

Close

You will then need to indicate any Resources that you will need for the Event

Add/Edit Event Resources

Request Resources

Reserve your resources to ensure they are available for your event.

☐ Chairs

☐ Coffee Maker

☐ HD Projector

☐ Laptop Computer

☐ Lavalier Mics

☐ Microphones

☐ Polycom

☐ Tables

☐ Video Calling Cart

☐ Wireless

Submit

Close

Select the Resource box and then indicate how many of the Resource selected are needed.

☒ Chairs (120 Avail)

After all the Resources are selected, hit the Submit button.

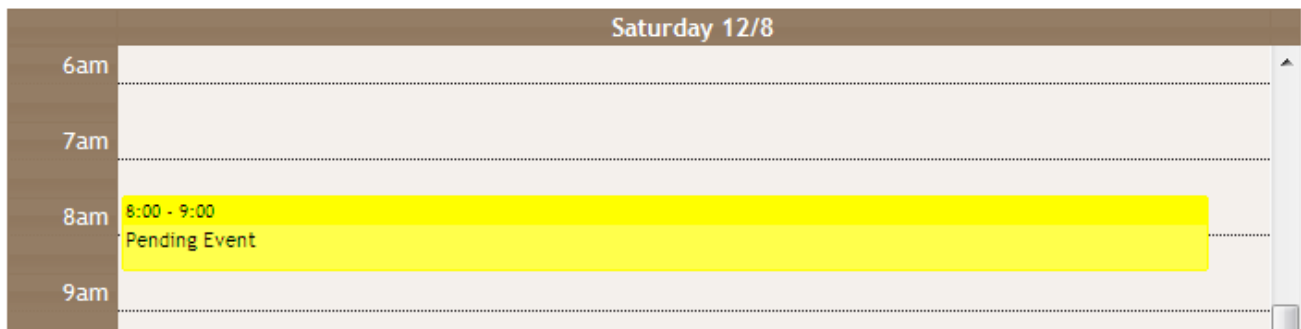
[Calendar Views](#)[Make a Reservation](#)

i Your reservation has been submitted and is in a 'Pending' status until further notice. You will receive an email verification for your reservation. You will also receive email notification when the reservation status has been reviewed and changed.

Make a Reservation: FWP Meeting

[today](#)

Saturday, Dec 8, 2012

[month](#)[week](#)[day](#)

You will see at the top of the screen a message indicating that the Reservation has been submitted and is in a 'Pending' status. You should also receive an e-mail that will contain a link back to the Reservation should you need to Review, Edit or Cancel the Reservation.

Note: Anytime a change happens to the Reservation by you or by the MT Wild Staff you will receive an e-mail indicating the change.

From: tmcwilson@mt.gov
To: Wilson, Tina Marie; Wilson, Tina Marie
Cc:
Subject: TESTING ONLY: Reservation request has been recieved.

Sent: Wed 11/21/2012 2:37 PM

Resevation Status: Pending
Title: TMC Meeting
Type: FWP Meeting
Start: 12/08/2012 8:00 AM
End: 12/08/2012 9:00 AM
Location: Auditorium
Description: This is a test meeting.
Reservation Code: GK1353533725
To review your reservation follow this link:
http://fwphlnjasdev:8080/comm/schedulerPublic/publicedit_input.action?reservationId=GK1353533725

III. EDIT A RESERVATION

This allows a user to Edit a Reservation.

From the E-mail that was received for the Reservation, click the link at the bottom of the e-mail.



This will bring you directly into the Reservation Details.

The screenshot shows the 'Reservation Details' form in the MT Wild Scheduler application. The form is divided into several sections. The 'Reservation Details' section includes fields for Event Type (FWP Meeting), Location (Auditorium selected, Classroom unselected), Event Title (TMC Meeting), Start time (12/8/2012 8:00 am), End time (12/8/2012 9:00 am), and Details (This is a test meeting.). Below this is the '# Attending' field (10) and checkboxes for 'Open to public' and 'Alcohol served'. The 'Contact Information' section includes fields for First Name (Tina), Last Name (Wilson), Phone (406-444-3306), Email (tmcwilson@mt.gov), and Organization (FWP). The 'Requested Resources' section includes checkboxes for Chairs (120 Avail), Coffee Maker, HD Projector, Laptop Computer, Lavelier Mics, Microphones, and Polycom.

You can edit the details or make changes as necessary.

If the Reservation has already been approved, it will the Reservation back into a Pending status.

Make the changes and then hit the Submit button.

Requested Resources

☒ Chairs (120 Avail) 10

☒ Coffee Maker (1 Avail) 1

☐ HD Projector

☐ Laptop Computer

☐ Lavelier Mics

☐ Microphones

☐ Polycom

☐ Tables

☐ Video Calling Cart

☐ Wireless

Submit

Cancel Reservation

Once you submit, there will be a message that comes at the top of the screen that indicates that the Reservation is in a Pending status and you will receive an e-mail indicating that you made changes.

i Your reservation has been updated and is in a 'Pending' status until further notice. You will receive an email verification for your reservation. You will also receive email notification when the reservation status has been reviewed and changed.

IV. CANCEL A RESERVATION

This allows a user to Cancel a Reservation.

From the E-mail that was received for the Reservation, click the link at the bottom of the e-mail.



This will bring you directly into the Reservation Details.

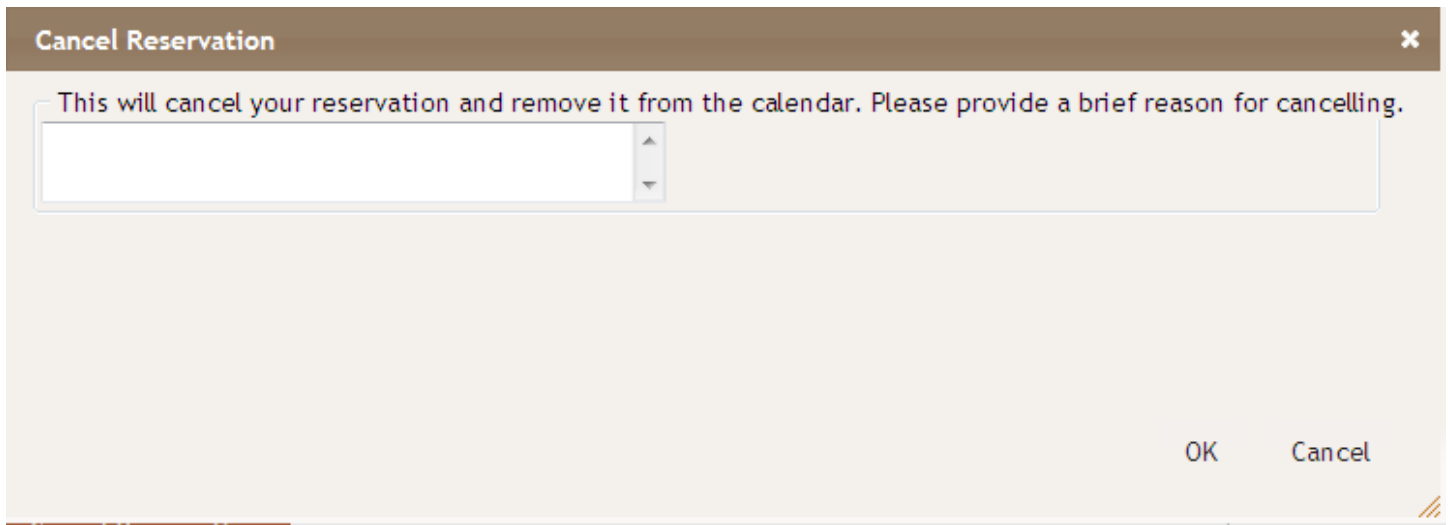
First Name:	<input type="text" value="Tina"/>	Last Name:	<input type="text" value="Wilson"/>
Phone:	<input type="text" value="406-444-3306"/>	format:	123-123-4567
Email:	<input type="text" value="tmcwilson@mt.gov"/>		
Organization:	<input type="text" value="FWP"/>		add new

Requested Resources

- ☒ Chairs (120 Avail)
- ☒ Coffee Maker (1 Avail)
- ☐ HD Projector
- ☐ Laptop Computer
- ☐ Lavelier Mics
- ☐ Microphones
- ☐ Polycom
- ☐ Tables
- ☐ Video Calling Cart
- ☐ Wireless

Select the Cancel Reservation button.

You will get prompted with a box to indicate the reason for the canceling of the Event.

A dialog box titled "Cancel Reservation" with a close button (X) in the top right corner. The main text reads: "This will cancel your reservation and remove it from the calendar. Please provide a brief reason for cancelling." Below this text is a large, empty text input field with a vertical scrollbar on the right side. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

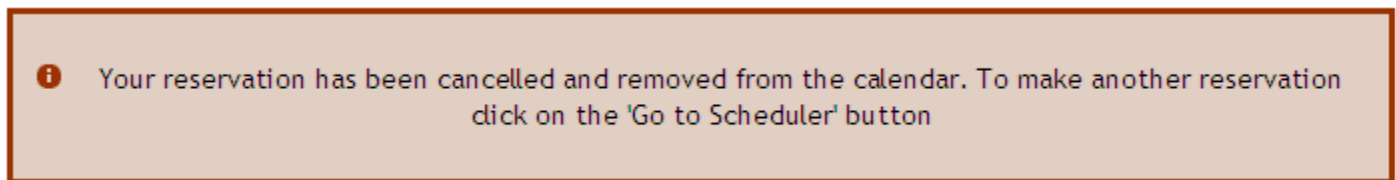
Cancel Reservation

This will cancel your reservation and remove it from the calendar. Please provide a brief reason for cancelling.

OK Cancel

Type in the reason and hit OK.

A message again shows at the top of the screen indicating that the Reservation has been Cancelled.

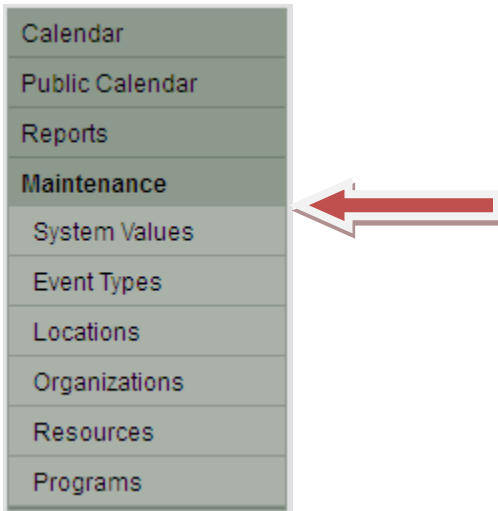


You will also receive an e-mail.



V. MAINTENANCE

The following are the explanations of the Maintenance Screens:



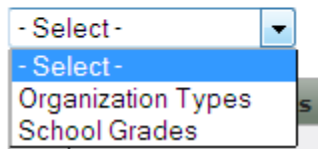
These screens allow the administrator of the application to control the various parameters that are used within the application.

- A. **System Values** – gives the system the values that are used to populate drop down lists/check boxes in the system and determines their order.

There are presently two System Values: Organization Types and School Grades

Scheduler List Values

Select a list to view/edit.



a. Organization Types

Scheduler List Values

Select a list to view/edit.

Organization Types ▾

Scheduler Code Values

	Value	Secondary Value	Order
1	State Agency	SA	1
2	Public School	PS	2
3	Private Organization	PO	3
4	FWP	FWP	4
5	Youth Organization	YO	5
6	MT WILD	MW	6

Value – is what the system shows in the drop down list.

Organization: type: -- Please Select -- ▾ [use list](#)
name: -- Please Select --
Reservation Status:
Status: ☐ Approve ☒ Pen
Reason:

- Please Select --
- State Agency
- Public School
- Private Organization
- FWP
- Youth Organization
- MT WILD

Secondary Value – is what the system uses for reports and other processes.

Order – the order that the system displays the list in the drop down.

b. School Grades

Scheduler List Values

Select a list to view/edit.

School Grades ▼

Scheduler Code Values			
	Value	Secondary Value	Order
1	Pre K	Preschool	0
2	1st	Elem	1
3	2nd	Elem	2
4	3rd	Elem	3
5	4th	Elem	4
6	5th	Elem	5
7	6th	Mid	6
8	7th	Mid	7
9	8th	Mid	8
10	9th	High School	9

Value - is what the system shows in the selection list.

Grades: ☐ Pre K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th

Secondary Value – used by the system for grouping of the values

Order - the order that the system displays the list. (Note: this Order Value is also used for grouping of reporting numbers for attendance of school groups, the highest value within the secondary value is used.

B. Event Types – These are used by the system as events or appointment types.

Add New Event Types

Name

Description

Close Whole Facility

☐

Close Location

☐

Option for Public

☐

Program(s) Offered

☐

Collect School Details

☐

Color

☐

Contact Email

Submit

Cancel

Name – Name of the Event

Description – Description of the Event (This is what shows on the legend at the bottom of the calendar view)

Close Whole Facility – allows the closure of the entire facility

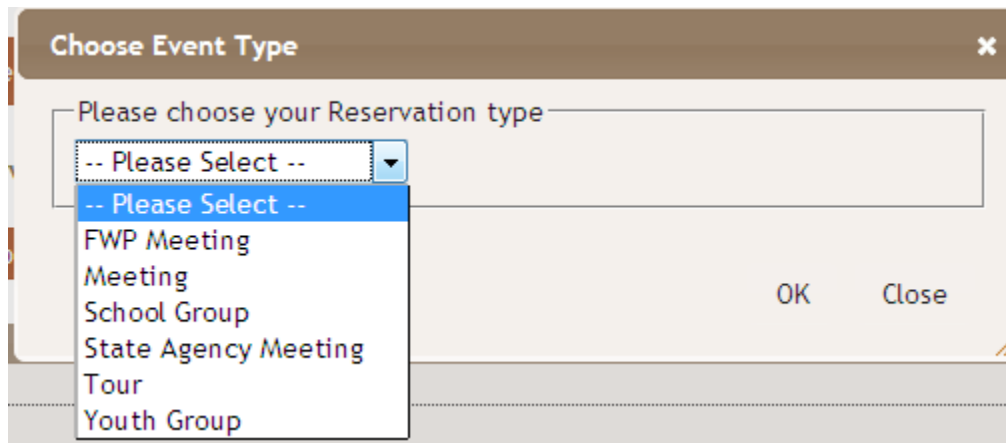
- True: Will prevent a user from adding an event during the time/date shown.
- False: Looks to Close Location parameter for the configuration.

Close Location – allows the selection of one or more locations

- True: Will provide a list of locations that are able to be reserved for a specific room during the time/date shown and no other events can happen at the location during the time/date.
- False: Will provide a list of locations that are not able to be reserved and will allow other events to happen at the location for the date/time.

Public Viewable – indicates whether the public side will see the event.

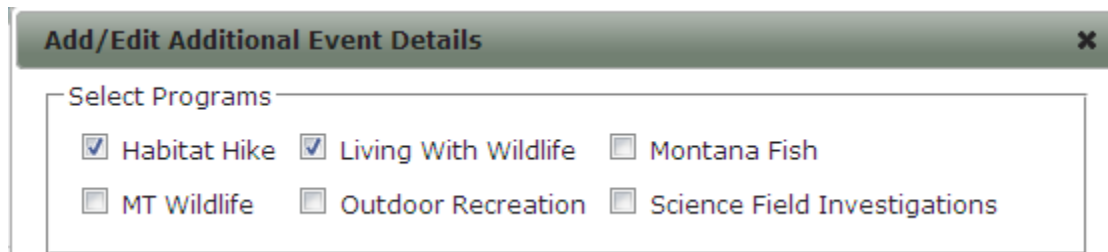
- True: Will allow the public to see this event in their list of choices



- False: Will the public from seeing this event in their list of choices

Program(s) Offered – Controls the program page to allow selection

- True: Will allow a user to see a list of programs for that Event



- False: Will prevent a user from seeing a list of programs for that Event

Collect School Details – Controls the school details page to allow input and whether it shows for an Event

- True: Will allow the user to see the school detail page for this event.

Additional School Details

Grant used? ☒ Yes

If yes, provide grant contact if different than the primary contact.

First Name: Last Name:

Phone:

Email:

Students with special needs? ☒ Yes

Explain:

Students with cultural needs? ☒ Yes

Explain:

Grades: ☐ Pre K ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th

It also eliminates the fields on the Event

☐ Open to public ☐ Alcohol served

- False: Will prevent the user from seeing the school detail page for this event and shows the Open to Public and Alcohol served options.

Event Color – controls the color of the Event on the calendar.

Event Type Examples:

1. Event type that does not close any other rooms or the facility as a whole.

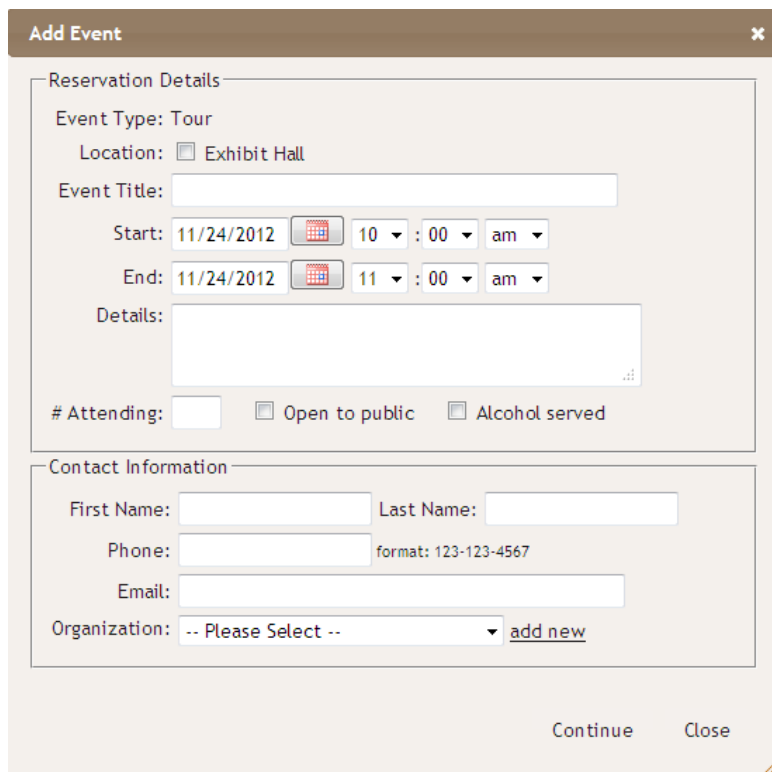


The 'Edit Event Type' dialog box contains the following fields and options:

- Name:** Tour
- Description:** Tour of MT Wild's Exhibit Hall
- Close Whole Facility:** ☐
- Close Location:** ☐
- Option for Public:** ☒
- Program(s) Offered:** ☐
- Collect School Details:** ☐
- Color:** #e8b69b (with a corresponding color swatch)
- Contact Email:** tmcwilson@mt.gov

Navigation buttons: Previous, Next, Submit, Cancel.

Tour is set with only the Option for Public as True (selected). So a user selecting the Tour in the Calendar would see the following:



The 'Add Event' dialog box contains the following sections and fields:

Reservation Details

- Event Type:** Tour
- Location:** ☐ Exhibit Hall
- Event Title:** [Text Field]
- Start:** 11/24/2012 [Calendar Icon] 10 : 00 am
- End:** 11/24/2012 [Calendar Icon] 11 : 00 am
- Details:** [Text Field]
- # Attending:** [Text Field]
- Open to public:** ☐
- Alcohol served:** ☐

Contact Information

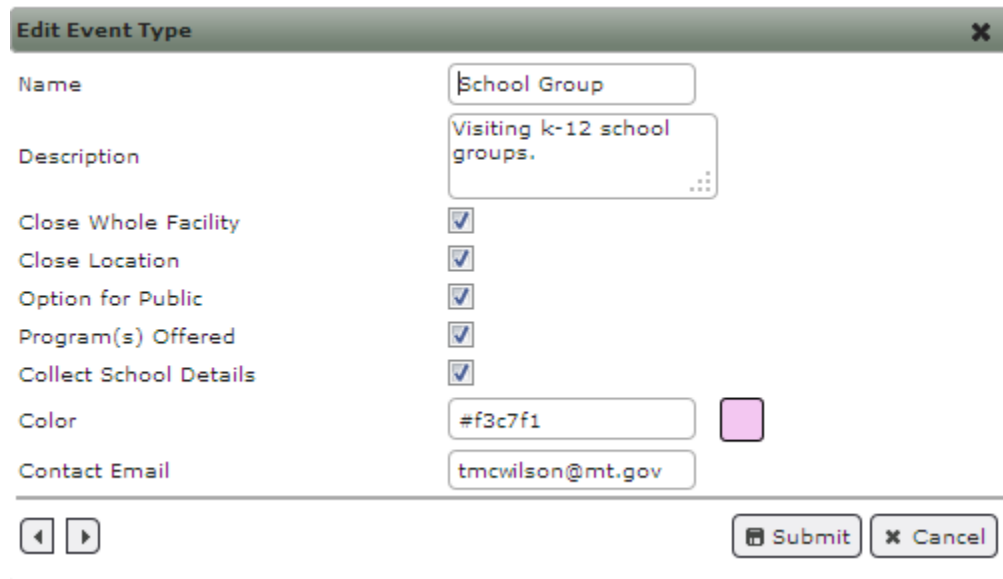
- First Name:** [Text Field]
- Last Name:** [Text Field]
- Phone:** [Text Field] format: 123-123-4567
- Email:** [Text Field]
- Organization:** -- Please Select -- [Dropdown] [add new](#)

Buttons: Continue, Close.

The selection of the Location Exhibit Hall would not exclude any of the other rooms at the center from being selected during the same time.

Event Type Examples:

2. Event type that does close the facility as a whole.



The screenshot shows a web-based form titled "Edit Event Type" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name:** A text input field containing "School Group".
- Description:** A text area containing "Visiting k-12 school groups." with a small "..." icon at the bottom right.
- Close Whole Facility:** A checkbox that is checked.
- Close Location:** A checkbox that is checked.
- Option for Public:** A checkbox that is checked.
- Program(s) Offered:** A checkbox that is checked.
- Collect School Details:** A checkbox that is checked.
- Color:** A text input field containing "#f3c7f1" next to a small purple square color swatch.
- Contact Email:** A text input field containing "tmcwilson@mt.gov".

At the bottom of the form, there are two navigation buttons (left and right arrows) on the left, and two action buttons, "Submit" and "Cancel", on the right.

School Group is set with Close Whole Facility and Close Location as True (selected). So a user selecting the School Group in the Calendar would see the following which does not allow a selection of rooms because it closes the entire facility (except the Exhibit Hall) from other reservations during that time:

Add Event

Reservation Details

Event Type: School Group

Event Title:

Start: 11/24/2012

2

:

30

am

End: 11/24/2012

3

:

30

am

Details:

Attending:

Contact Information

First Name:

Last Name:

Phone:

format: 123-123-4567

Email:

Organization: -- Please Select --

add new

Continue

Close

Event Type Examples:

- Event type that does not close the facility as a whole, but does close the room chosen for the time and date selected.

Edit Event Type

Name

Meeting

Description

Meeting for any organization that is not FWP or a state

Close Whole Facility

☐

Close Location

☒

Option for Public

☒

Program(s) Offered

☐

Collect School Details

☐

Color

#8fcfd1

Contact Email

tmcwilson@mt.gov

Submit

Cancel

Meeting is set with Close Location as True (selected). So a user selecting a Meeting event in the Calendar would see the following which allows for a selection of rooms needed and prevents reservations for that same room(s) during the time and date selected:

Add Event

Reservation Details

Event Type: Meeting

Location: ☐ Auditorium ☐ Classroom

Event Title:

Start: 11/30/2012 2 : 00 pm

End: 11/30/2012 3 : 00 pm

Details:

Attending: ☐ Open to public ☐ Alcohol served

Contact Information

First Name: Last Name:

Phone: format: 123-123-4567

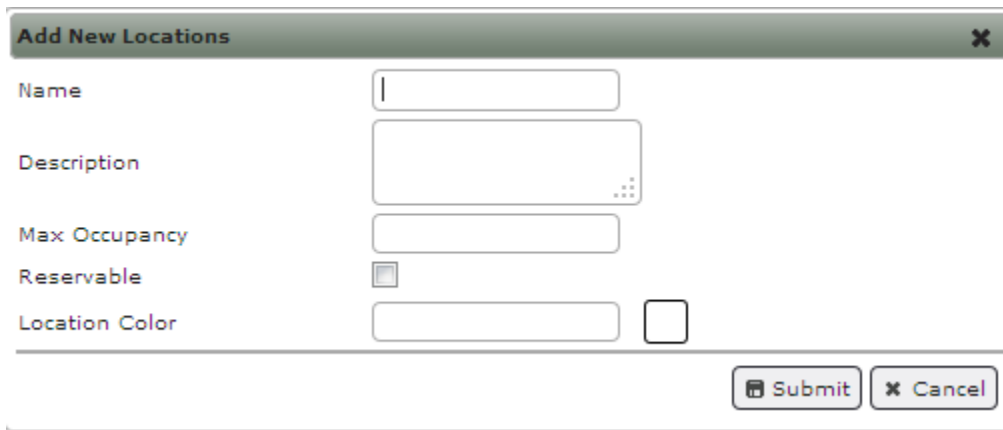
Email:

Organization: -- Please Select -- [add new](#)

Continue

Close

C. **Locations** – these are rooms or locations at the center that may be reserved or scheduled.

A screenshot of a software dialog box titled "Add New Locations" with a close button (X) in the top right corner. The dialog contains five input fields: "Name" (a single-line text box), "Description" (a multi-line text box with a small icon in the bottom right), "Max Occupancy" (a single-line text box), "Reservable" (a checkbox), and "Location Color" (a color selection box with a small square icon). At the bottom right of the dialog are two buttons: "Submit" (with a small icon) and "Cancel" (with an X icon).

Name – Name of the Location(s) /Room

Description – Description of the Location(s) /Room

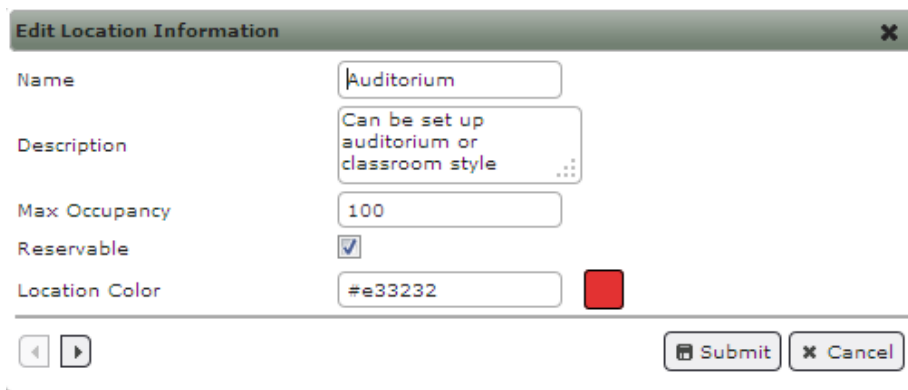
Max Occupancy – How many does the Location(s) /Room hold

Reservable – Whether the location(s) /Room is able to be reserved

- True: Will allow a user to see this location for an event type that does close a location for the date and time selected.
- False: Will allow a user to see this location for an event type that does not close a location.

Location Color – Color the Room on the calendar

Explanation of Reservable True:

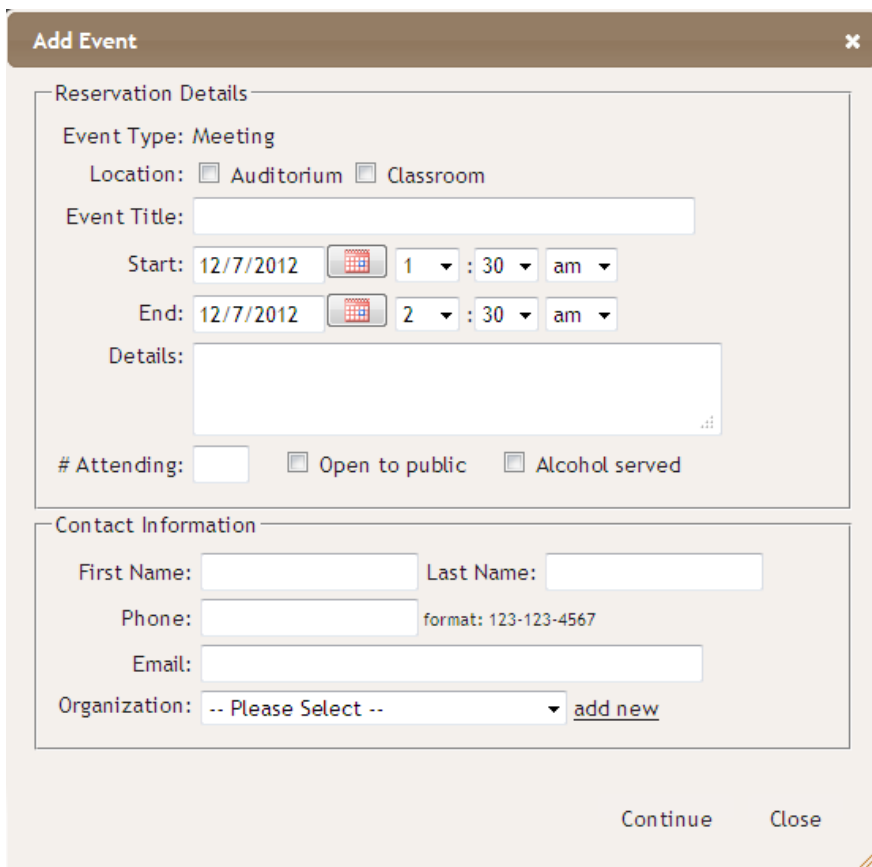


The 'Edit Location Information' dialog box contains the following fields and controls:

- Name:** A text input field containing the word 'Auditorium'.
- Description:** A text area containing the text 'Can be set up auditorium or classroom style'.
- Max Occupancy:** A text input field containing the number '100'.
- Reservable:** A checked checkbox.
- Location Color:** A text input field containing the hex code '#e33232' and a corresponding red color swatch.

At the bottom, there are navigation arrows on the left and 'Submit' and 'Cancel' buttons on the right.

Reservable True will show in an event type as follows and allow the user to select the location for their event and it will make the Location unavailable for the date and time selected:



The 'Add Event' dialog box is divided into two main sections:

Reservation Details

- Event Type:** A dropdown menu set to 'Meeting'.
- Location:** Two checkboxes, 'Auditorium' and 'Classroom', both of which are unchecked.
- Event Title:** An empty text input field.
- Start:** A date/time picker showing '12/7/2012' at '1:30 am'.
- End:** A date/time picker showing '12/7/2012' at '2:30 am'.
- Details:** A text area for additional information.
- # Attending:** A text input field.
- Open to public:** An unchecked checkbox.
- Alcohol served:** An unchecked checkbox.

Contact Information

- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Phone:** An empty text input field with a format hint 'format: 123-123-4567'.
- Email:** An empty text input field.
- Organization:** A dropdown menu set to '-- Please Select --' with an 'add new' link next to it.

At the bottom right, there are 'Continue' and 'Close' buttons.

Explanation of Reservable False:

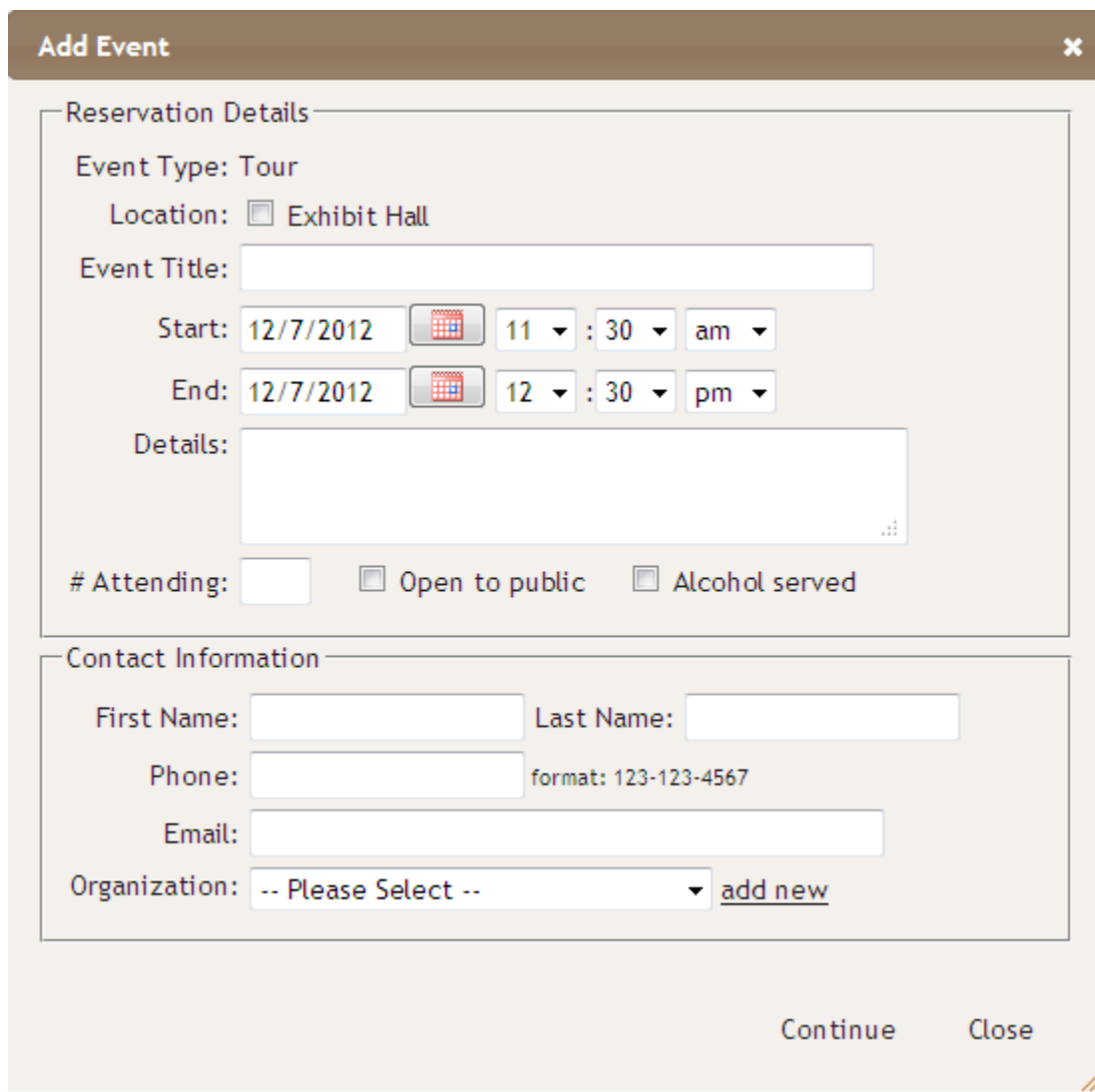


The 'Edit Location Information' dialog box contains the following fields and controls:

- Name:** Exhibit Hall
- Description:** Contains displays and cannot be used as a meeting room
- Max Occupancy:** 120
- Reservable:** ☐ (unchecked)
- Location Color:** #8ef5a6, with a corresponding green color swatch.

At the bottom, there are navigation arrows (back and forward) and two buttons: 'Submit' and 'Cancel'.

Reservable False will show in an event type as follows and allow the user to select the location for their event but it does not close the Location for other reservations. Generally this type of Location is for Locations such as the Exhibit Hall or other Locations that can have multiple groups at the same time.



The 'Add Event' dialog box is divided into two main sections:

Reservation Details

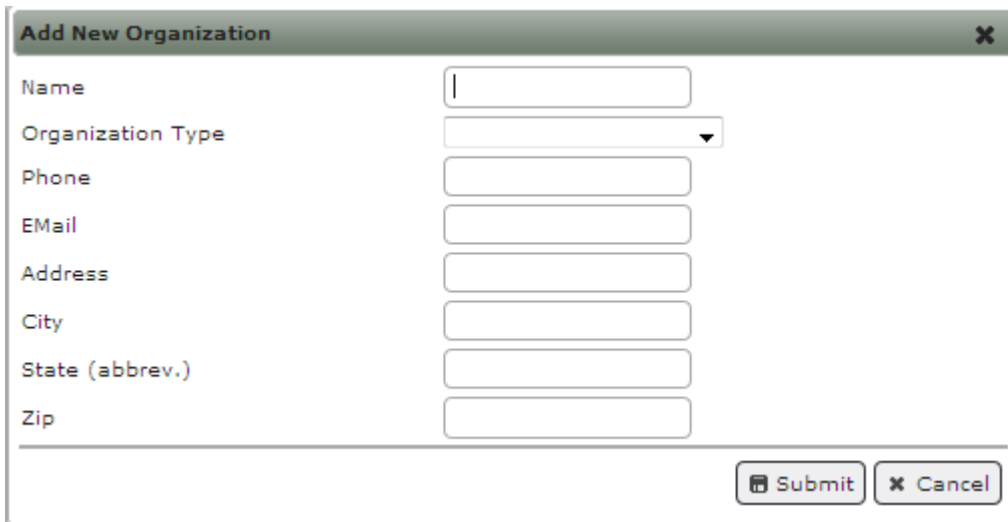
- Event Type:** Tour
- Location:** ☐ Exhibit Hall
- Event Title:** [Text input field]
- Start:** 12/7/2012 [Calendar icon] 11 : 30 am
- End:** 12/7/2012 [Calendar icon] 12 : 30 pm
- Details:** [Text input field]
- # Attending:** [Text input field]
- ☐ Open to public
- ☐ Alcohol served

Contact Information

- First Name:** [Text input field]
- Last Name:** [Text input field]
- Phone:** [Text input field] format: 123-123-4567
- Email:** [Text input field]
- Organization:** -- Please Select -- [Dropdown arrow] [add new](#)

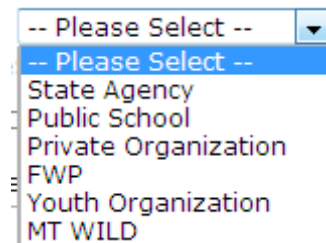
At the bottom right, there are two buttons: 'Continue' and 'Close'.

D. **Organizations** – these are organizations that will show up as available for selecting for an Event.

A dialog box titled "Add New Organization" with a close button (X) in the top right corner. It contains several input fields: "Name" (text box), "Organization Type" (dropdown menu), "Phone" (text box), "EMail" (text box), "Address" (text box), "City" (text box), "State (abbrev.)" (text box), and "Zip" (text box). At the bottom right, there are "Submit" and "Cancel" buttons.

Name – Name of the Organization

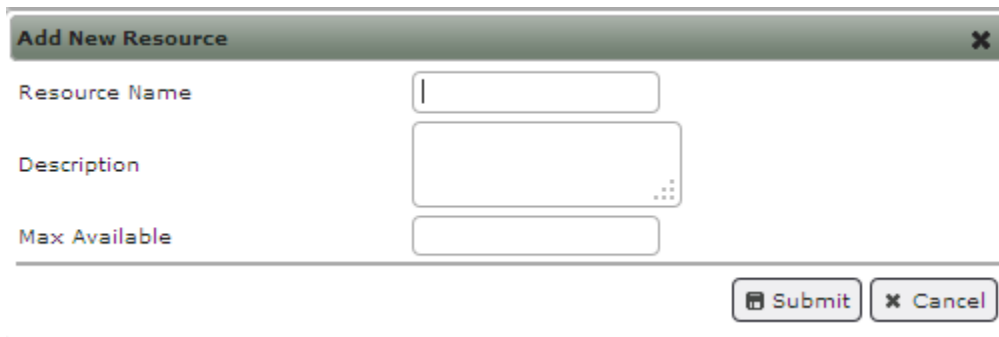
Organization Type – this is drop down list that is maintained under the System Values. It will allow reports to use the grouping of the Organizations for reporting purpose.

A dropdown menu for "Organization Type". The selected option is "-- Please Select --". The list of options includes: "-- Please Select --", "State Agency", "Public School", "Private Organization", "FWP", "Youth Organization", and "MT WILD".

Phone – phone number for the Organization (i.e., format ###-###-####)

Email – e-mail address of the contact person for the Organization

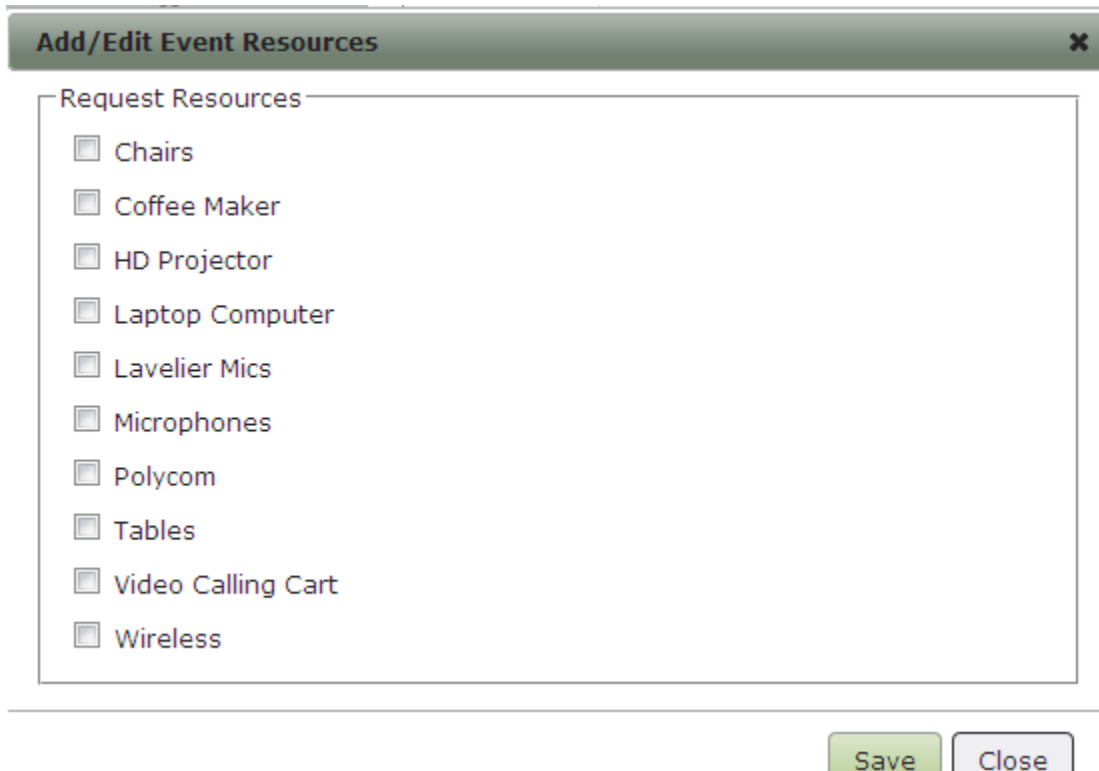
E. **Resources** – these are resources that can be selected during the requesting of an Event at a Location.

A dialog box titled "Add New Resource" with a close button (X) in the top right corner. It contains three input fields: "Resource Name" (text box), "Description" (text box with a small icon in the bottom right corner), and "Max Available" (text box). At the bottom right, there are "Submit" and "Cancel" buttons.

Resource Name – what you want the system to display as the Resource Name in the selection list.

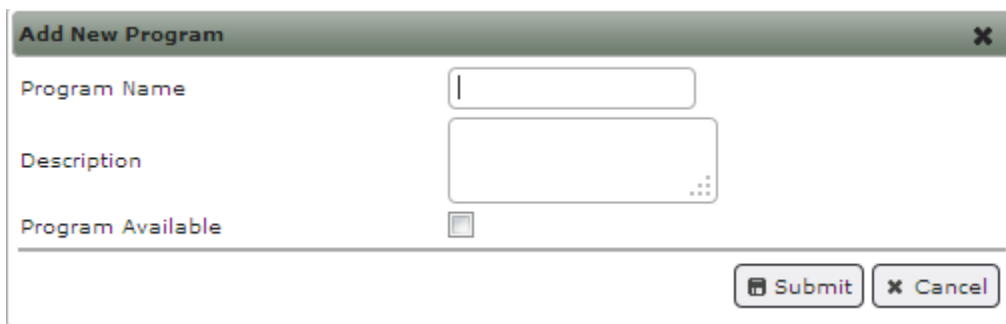
Description – a brief description if an explanation is needed for further identification.

Max Available – how many total are available, this is used as the total. When a person reserves a number it is subtracted from this number for the date and time selected at the Location and Event.



The dialog box is titled "Add/Edit Event Resources" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Request Resources" which contains a list of resources with checkboxes next to them: Chairs, Coffee Maker, HD Projector, Laptop Computer, Lavelier Mics, Microphones, Polycom, Tables, Video Calling Cart, and Wireless. At the bottom right of the dialog, there are two buttons: "Save" and "Close".

F. **Programs** – these are the educational programs offered at the center.



The dialog box is titled "Add New Program" with a close button (X) in the top right corner. It contains three input fields: "Program Name" (a single-line text box), "Description" (a multi-line text box), and "Program Available" (a checkbox). At the bottom right, there are two buttons: "Submit" and "Cancel".

Program Name – Name of Program (shows on calendar)

Description – Description of Program

Program Available – whether the program is available to be chosen by an Event that has Programs Offered True.

- True: Will allow a user to see this program on a list of programs available.

Add/Edit Additional Event Details

Select Programs

 - Mouse over image for program description

☐ Habitat Hike 

☐ Living With Wildlife 

☐ Montana Fish 

☐ MT Wildlife 

☐ Outdoor Recreation 

☐ Science Field Investigations 

➤ False: Will prevent a user from seeing the program in the list of programs available.

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